



STANWELL CORPORATION LIMITED

MINING OPERATIONS

**EXPLORATION
& OTHER WORKS**

SITE WORK CONDITIONS

ASM-MINE-STD-04

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Table of Contents

1.0	Qualifications, Approvals and Standards	3
1.1	General.....	3
1.2	Qualifications and Competency	3
1.3	Site Inductions and Approvals.....	4
1.4	Site Working Hours	4
1.5	Site Access	4
1.6	Transport and Accommodation.....	5
1.7	Equipment and Approvals	5
1.8	Insurance	5
2.0	Health and Safety Management	6
2.1	General.....	6
2.2	Health and Safety System.....	6
2.3	Reporting of Accidents and Incidents.....	6
2.4	Personal Protective Equipment (PPE)	7
2.5	Electrical Equipment (general)	7
2.6	Isolation – Tagging & Lockout.....	8
2.7	Drugs and Alcohol.....	8
2.8	Chemical Substances	8
2.9	Permits	8
3.0	Housekeeping.....	9
3.1	Work Areas	9
3.2	Smoking	9
4.0	Environmental.....	9
4.1	Site Environment.....	9
4.2	Cultural Heritage	10
5.0	Use of SCL Mine Plant and Equipment.....	11
6.0	Clarification and Obligations	11
7.0	Revision History.....	11
8.0	Appendices.....	12
8.1	Appendix 1 SCL Mining Tenements *	12

Definitions

Agreement means the written agreement between SCL and the Contractor for the performance of Work at the Site.

CMS&H Act means the *Coal Mining Safety and Health Act 1999 (Qld)* and the *Coal Mining Safety and Health Regulation 2001 (Qld)*.

Contractor's Workforce means all persons engaged in the Work at the Site by or on behalf of the Contractor including employees, subcontractors (and their respective employees), agents and other associated persons.

EMP means Environmental Management Plan

Mining Contractor means the coal mine operator of the Meandu Mine appointed by SCL from time to time.

Mining Operations means the Mining Operations business unit of SCL.

SCL means Stanwell Corporation Limited and its subsidiaries, including Tarong Energy Corporation Limited and TEC Coal Pty Ltd.

SCL Representative means the SCL employee or contractor appointed as the corporation's representative under the Agreement.

SHMS means the Meandu Mine, Safety and Health Management System.

Site means:

- (a) any SCL mining tenement (as listed in Appendix 1) or any other SCL Mining Operations site at which Work is being performed which fall under the CMS&H Act; and
- (b) any other SCL Mining Operations controlled site at which Work is being performed which fall under the WH&S Act.

SSE means the Site Senior Executive (if any) for the Site, as defined and appointed under the CMS&H Act. The SSE's delegate shall be the person (or any of the persons) appointed by the SSE in writing in the Mine Record Book as his/her delegate.

WH&S Act means the *Work Health and Safety Act 2011 (Qld)* and *Work Health and Safety Regulations 2011 (Qld)*.

Work means the work or services to be performed under the Agreement.

1.0 Qualifications, Approvals and Standards

1.1 General

These Site Work Conditions form part of the Agreement.

Without limiting its obligations under the Agreement, the Contractor (and all members of the Contractor's Workforce and visitors) will, at all times during performance of the Work, adhere to and comply with these Site Work Conditions, all relevant legislative requirements (including, without limitation, CMS&H Act, WH&S Act, and recognised standards and codes of practice, safe working procedures and mine specific rules) applicable to the Work.

1.2 Qualifications and Competency

The Contractor shall ensure and supply satisfactory evidence that all members of the Contractor's Workforce are qualified and competent to carry out the Work. Details of such qualifications and competency shall be provided. If requested, the Contractor shall

provide copies of any relevant certificates and licences held by members of the Contractor's Workforce.

1.3 Site Inductions and Approvals

Each Agreement entered into by SCL for performance of Work at the Site shall have a nominated SCL Representative.

Entry of the Contractor and each member of the Contractor's Workforce to the Site to perform the Works shall be subject to approval by the SSE or delegate.

The Contractor shall submit to the SSE or delegate details of each member of the Contractor's Workforce (including permitted subcontractors) who will require access to the Site to perform the Works and copies of all certificates of currency on [DM-SE-F57 Supplier Equipment and Personnel List](#).

Unless otherwise advised by SCL in writing, entry of persons onto the site is subject to each person completing, and the Contractor producing, evidence of the completion of:

- A) Standard 11 Generic Mining Induction Queensland (where specifically required by SCL). The Contractor is responsible for ensuring this induction is completed. This induction will be effective for five (5) years.
- B) The Mining Contractor's Site Induction (arranged through the SSE or delegate). This induction will be effective for two (2) years.
- C) Coal Board Medical (**CBM**) Health assessment (compliant with CMS&H Act requirements). This will be effective for five (5) years.

The Contractor shall not allow any person to enter the Site unless that person has been approved by the SSE or delegate and has completed the prerequisite inductions (ref: [4868-DM-SE-F52 Special Conditions of Contract - Safety and Environment](#), section 6 (Induction and Training)).

The SSE or delegate reserves the right to refuse entry to Site or revoke previous approvals and have removed from the Site any person deemed unsuitable for performance of the Work on the Site.

Other site requirements may be required depending on the location and type of work to be completed.

1.4 Site Working Hours

Normal working shift length on the Site will be up to twelve (12) hours duration, with a maximum of 60 hours worked in any seven (7) day period. No more than six (6) days may be worked out of seven continuous days (SSE approval is required for any changes to working days on site outside of those specified). Approval from the SSE or delegate is required to extend a working shift to greater than twelve (12) hours, up to a maximum of fourteen (14) hours duration as per [4868-SE-P1001 Fitness for Duty](#).

Work plans for normal shifts on site will include day-by-day assignment of tasks and will specify other work-related arrangements.

Travel time required at the start and end of a shift needs to be taken into account by the Contractor in the preparation and application of fatigue management plans.

Any works that are required outside of these times will require a risk assessment and a fatigue management plan which must be approved by the SSE before any extended work can be performed.

1.5 Site Access

Access to work areas will be advised by the SCL Representative as required.

Access to the Site for any reason other than performance of the Work is prohibited.

All visitors must undergo a visitor's induction prior to entering onto the Site.

All visitors must be accompanied at all times on the site by a person who has:

1. completed the Mining Contractor's Site Induction; and
2. currently holds one of the following positions:
 - Site Representative, SSE or SSE delegate, or
 - Meandu Fully Inducted team member (e.g. supervisor or approved escort); or
 - SCL Contractor approved to work on the Site.

1.6 Transport and Accommodation

Unless specified in the Agreement, the Contractor is responsible for organising transport and accommodation for all of the Contractor's Workforce while they are working on Site and shall be of a reasonable standard of amenity.

1.7 Equipment and Approvals

Use of all equipment on the Site, including subcontractor equipment, is subject to approval by the SSE or delegate. The Contractor shall submit details of all equipment to be brought on Site on [DM-SE-F57 Supplier Equipment and Personnel List](#) and complete as applicable:

- [4868-PL-F1031 Meandu Mine Site Compliance Medium & Light Vehicles](#);
- [4868-PL-F1030 Meandu Mine Site Compliance Civil & Earth Moving](#).

The Contractor shall provide and make available for inspection by the SSE or delegate all current statutory approvals, licences, certifications, inspection sheets and any other documentation required to confirm the suitability and competency to safely utilise that equipment on or around the Site and related activities. The Contractor will maintain the currency of the above approvals, licences, certifications, etc, while the equipment remains on Site.

All equipment used by the Contractor at the Site must be used in a safe manner and must comply with [4868-SE-SOP9 Mine Traffic Rules](#), site procedures, standards, and all relevant legislation, ASNZ standards and codes of practice.

The SSE or delegate may conduct random inspections of any of the Contractor's equipment at any time while the equipment is on the Site to ensure it remains in a safe and serviceable condition and it is being operated safely.

The SSE or delegate reserves the right to refuse entry to Site, or require the Contractor to remove from the Site, any equipment that is deemed unsafe or unsuitable for the tasks required to be carried out on the Site.

Prior to admission to Site, all vehicles, ground engaging equipment, plant items and machinery shall be thoroughly washed down to remove soil which may be contaminated with noxious weeds or seeds collected at other locations and complete a weed declaration form (annexed to the Site EMP).

1.8 Insurance

The Contractor is responsible for arranging and having available documentary proof of all relevant insurances required to meet the requirements of the Agreement, prior to entry to the Site.

2.0 Health and Safety Management

2.1 General

SCL is committed to providing a safe and healthy working environment for employees, contractors and visitors at the Site. As a condition of the Agreement, SCL requires all Contractors to work in a safe and healthy manner at all times, and not put themselves or any other person at risk.

All Contractors must, and must ensure each member of the Contractor's Workforce:

- A) complete all relevant health and safety inductions;
- B) familiarise themselves with relevant work areas and equipment;
- C) identify potential hazards;
- D) present to work fit for duty and
- E) establish effective controls of the hazards prior to commencing the relevant work.

Non-compliance with these Site Work Conditions and other Site safety conditions and rules will be strictly dealt with by the SSE or delegate, and may lead to the removal of the Contractor and/or its subcontractor(s) from the Site where deemed appropriate.

Without limiting its obligations under the Agreement, the Contractor shall at all times adhere to relevant legislative requirements, standards and codes of practice, as well as any requirements detailed in [4868-DM-SE-F52 Special Conditions of Contract - Safety and Environment](#), these Site Work Conditions and any rules or requirements as specified by SCL & the SSE.

The Contractor must ensure that all work is performed in a way that does not place SCL, the SSE or the Contractor in breach of any workplace health and safety obligation.

Clauses 43-47 of the CMS&H Act are particularly relevant concerning the health and safety obligations of a Contractor.

2.2 Health and Safety System

The SHMS (including the Safety Management Plan/s) is the overarching framework for the Work.

In addition, the SSE or delegate may require that a Health and Safety Plan be submitted by a Contractor for approval. This requirement will depend on the nature and type of the work.

Should any conflict exist between the Contractor's Health & Safety Plan and the SHMS, the specific requirements of the SHMS shall prevail.

2.3 Reporting of Accidents and Incidents

The Contractor shall report to the SSE or delegate all accidents and/or incidents that may occur on Site during the performance of the Work at the earliest practical time after the occurrence (ref: [DM-SE-P2 Incident Reporting and Investigation](#)). In all cases, this shall be reported prior to the end of the current shift. This includes the potential for injury to people and/or damage to equipment or the environment. It also includes any 'near misses' that may have occurred.

The Contractor will not disturb the incident site unless necessary to give first aid, protect life, property or the environment or to otherwise render the area safe. **All persons** directly involved in a fatal incident or serious injury will be drug and alcohol tested. Testing will be performed by the SSE or delegate at the earliest reasonable time after the incident and the findings reported to the SSE. Contractors are to ensure that **all persons** directly involved in an incident are made available for testing.

The Contractor must promptly provide the SSE or delegate with a full copy of all incident investigation reports including photos of the incident and take remedial measures required by the SSE and SCL to prevent a recurrence of the incident.

The Contractor shall provide the above reports and supporting information to the SSE or delegate, on forms provided by SSE. The reports and supporting information will be retained in the site safety management records.

2.4 Personal Protective Equipment (PPE)

The Contractor is responsible for ensuring that each member of the Contractor's Workforce is provided with all the PPE required while working on Site AS set out in *DM-SE-P59 Personnel Protective Equipment*. Provision of PPE is the Contractor's responsibility and is at the Contractor's cost. Contractors are also responsible for ensuring that such PPE is worn correctly at all times where it is appropriate to do so under the Site PPE Standards.

Failure by members of the Contractor's Workforce to wear appropriate PPE constitutes grounds for the SSE or delegate to have the individual removed from the Site.

Minimum PPE includes:

- Safety Boots – lace up ankle high;
- Cotton Drill Long sleeve shirt - Reflective high visibility material;
- Cotton Drill long-leg trousers - Reflective high visibility material required for night works;
- Gloves are to be carried at all times;
- A hardhat, sunscreen (if outdoors) and safety glasses;
- First aid kits to be carried & accessible in vehicles; and
- Other PPE items as deemed necessary for location and specific tasks will be provided by the Contractor as required (i.e. snake bite kit).

Additional requirements include:

- Any PPE specifically required for the task (i.e. respirators or dust mask);
- Access into any drill rig work zone is only by invitation of the Site geologist (for drill rig access) and a hardhat and hearing protection is required.

2.5 Electrical Equipment (general)

All mains-powered electrical equipment used by the Contractor to perform the work shall be tagged and tested in accordance with AS/NZS 1660 prior to being brought on Site.

The tag shall:

- be securely attached to the power cord below the plug.
- show the name of the competent person who performed the inspection.
- specify when the next inspection is due.
- be listed on *Contractor Equipment Register*.

All electrical equipment shall be kept in a safe and serviceable condition at all times while on Site. Any equipment that is damaged or fails during operation on Site shall be fitted with an 'Out Of Service Tag' immediately and be removed from use until repairs have been completed.

2.6 Isolation – Tagging & Lockout

All designated electrical systems, plant and equipment, plus stored energy sources must have a means for isolation.

Contractor arrangements shall be in compliance with provisions contained in the 'Meandu – [4868-SE-SOP11](#) Isolation and Tagging procedure.

2.7 Drugs and Alcohol

All persons attending site will comply with [4868-SE-P1001](#) *Fitness for Duty*. Non-prescription drugs and alcohol shall not be brought on to the Site under any circumstances. Any person under the influence of any such substances shall not be permitted to enter or to remain on Site.

Details of any medications required to be taken by a member of the Contractor's Workforce shall be provided by the Contractor to the SSE or delegate on the 'Employee Personal Details' form prior to commencement of the Work.

Alcohol breath tests are policy at the Site. No person with a blood alcohol level above 0.00% shall be permitted to enter or remain on the Site.

Urine drug tests are policy at the Site. Any person found to be in possession of, or under the influence of, any banned substance may be immediately (and at the direction of the SSE, permanently) removed from the Site.

The Contractor shall raise any concerns to the SSE or delegate.

2.8 Chemical Substances

The Contractor shall not bring any chemical substances on Site without the prior approval for each substance by the SSE or delegate.

The Contractor shall list all chemical substances that they intend to use in performing Work under the Agreement on the 'Contractor Chemical Substance Register'. Further, an updated copy of this form shall be submitted to the SSE or delegate if the Contractor needs to extend the type of substances or the nominated uses at any time during the term of the Agreement.

Prior to bringing the relevant chemical substance onto the Site, the Contractor shall supply a current Safety Data Sheets (**SDS**) for all chemicals that are to be used and must then have a copy of the SDS available for reference at all times while using or storing the chemicals on Site.

Storage must be in a safe location in accordance with the [DM-SE-P23](#) *Hazardous Substance and Dangerous Goods Management* requirements.

Chemical substances include, but are not limited to, oils and greases, acids and bases, fuels and explosives, glues and adhesives, drugs and poisons and bottled gases.

2.9 Permits

The Contractor shall not conduct any drilling or excavation of ground or floors without first obtaining all the required permits from the SSE or delegate, including a Mining Exploration Site Access Checklist (**MESAC**) and Excavation, Trenching or Penetration Permit.

Work Permits will not be issued unless the requirements of [DM-SE-P36](#) *Permit to Work*, all land access protocols, cultural heritage clearances and all other statutory compliances have been satisfactorily addressed.

3.0 Housekeeping

3.1 Work Areas

The Contractor shall be responsible for keeping the work area in a safe and tidy condition at all times and to ensure that all rubbish and waste created is removed from Site prior to completion of the Agreement. All rubbish items and waste material must be removed in accordance with SCL waste management procedures.

In relation to diesel, lubricant and chemical management, the Contractor must ensure:

- all fuel and oil tanks are bunded in accordance with Section 5 of AS1940;
- appropriate fire control systems are in place;
- diesel or oil spills to water are immediately reported to the SSE or delegate; and
- immediate action is taken to limit the risk of further spills or leakage, contain the affected area and facilitate follow-up actions to clean-up and remediate the site.

3.2 Smoking

Smoking is prohibited in all offices, vehicles and sites except in designated smoking areas.

4.0 Environmental

In performing the Work, the Contractor must not harm the environment and must take all necessary steps to prevent harm to the environment.

All Contractors and all members of the Contractor's Workforce shall make themselves aware of the requirements and environmental responsibilities included in the *Environment Management Policy (G2 787195)*, and incorporate these requirements into day to day activities.

4.1 Site Environment

All environmental incidents shall be reported immediately to the SSE or delegate as per SCL incident reporting procedures.

It is the duty of the Contractor and each member of the Contractor's Workforce to notify the SSE or delegate, of any activity that causes, or threatens to cause, environmental harm or environmental nuisance. If in any doubt, the issue should be reported.

The Contractor shall take reasonable steps to minimise the environmental disturbance caused by the Contractor's Workforce while performing the Work on the Site. Designated roads shall be used for travelling from place to place. Vehicles are prohibited from taking 'short cuts' through the natural bush or revegetation areas.

No clearing of vegetation shall be undertaken without the prior written permission of the SSE or delegate.

The Site has an Environmental Management System (**EMS**) comprising policies, procedures, audits and reviews. The EMS is designed to enable continuing protection of, and improvement in, environmental performance at the Site.

No water management structure shall be altered without approval of the SSE or delegate. This relates to dams, drains and creeks on the Site and including the associated vegetation.

The Contractor shall keep the area of the work site as small as possible to minimise the disturbance to the surrounding areas.

Domestic animals are not permitted to be brought on the Site at any time.

All wildlife and vegetation should be considered to be protected on the Site. Shooting, trapping and camping activities are prohibited, as is the removal of any wildlife or vegetation from Site.

No open fires shall be lit on the Site without the prior written approval of the SSE or delegate, and local Fire Brigade (where appropriate).

4.2 Cultural Heritage

The *Aboriginal Cultural Heritage Act 2003 (Qld)* was enacted to protect areas of land and objects of heritage relating to the Aboriginal people. Before any ground disturbance takes place, areas shall be formally surveyed (use T-1514: [Land Clearance and Disturbance - Aboriginal Cultural Heritage Ground Disturbance Permit Request Form](#) to apply for clearance check) to determine if there are sites which may require management.

The Wakka Wakka people are recognised as the traditional owners of the land in and around the Meandu Mine and Kunioon MDL part of the Site. SCL has engaged with the Wakka Wakka and other parties through agreed arrangements to satisfactorily deal with cultural heritage matters.

Remnants of non-Aboriginal settlements older than 30 years, such as old houses may also require management.

Contractors and each member of the Contractor's Workforce must ensure their activities at the Site comply with the requirements of the *Aboriginal Cultural Heritage Act 2003 (Qld)*.

Contractors and all members of the Contractor's Workforce have a responsibility in relation to cultural heritage and, without limiting their obligations, shall comply with the following requirements:

- if remains or other items of aboriginal cultural heritage are located, the find must be immediately reported to the supervisor of the working party and to the SSE or delegate. The remains or items should not be disturbed or removed;
- all activity which is likely to disturb the environment must be undertaken in a manner that does not harm aboriginal cultural heritage;
- any fossils, minerals, coins, artefacts and items of geological and archaeological interest discovered on the Site shall remain the property of SCL and shall not be disturbed or defaced in any way or removed from the Site, and
- the Contractor shall notify the SSE or delegate of the details and locations of any such find.

5.0 Use of SCL Mine Plant and Equipment

The SSE or delegate may agree for a Contractor to use SCL mine plant and equipment items during the term of the Agreement. In that event, the plant and equipment shall be used by the Contractor on the conditions that:

- the equipment is available and not otherwise needed by SCL;
- the Contractor shall be liable for any damage to the plant or equipment while under the direction or use of the Contractor, its employees or subcontractors;
- if the plant or equipment is operated by an employee of SCL, that person is not under the direction of the Contractor whilst performing the Work;
- it shall remain the responsibility of the Contractor to ensure the plant and equipment involved is suitable for the purpose intended.
- all contractors and sub-contractors are trained and competent to use the equipment in question, and have been assessed and authorised by the SSE or delegate to operate the equipment.

6.0 Clarification and Obligations

Notwithstanding any of the matters set out in these Site Work Conditions, if the Contractor, or any member of the Contractor's Workforce has any doubt regarding their responsibilities or obligations while on the Site, they should seek immediate clarification from the SCL Representative, SSE or the SSE's delegate.

7.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Approved by
0	05/09/2008	Standard Created	T. O'Reilly	M Turner
1	18/06/2010	Standard revised Kunioon removed from title and replaced with Mining Operations, Dept directives added	T. O'Reilly	R. Rutten
2	05/07/2011	SCL Naming & Update FTW	T. O'Reilly	R. Rutten
2.1	02/07/2013	Updated for Downer	T.O'Reilly	J. Orbell
3.0	20/09/2016	Document review	T.O'Reilly	J. Orbell

8.0 Appendices

8.1 Appendix 1 SCL Mining Tenements *

Location	Permit Number
MEANDU - ML6674	Non Code Compliant Level 1 Mining Project MIN100700408
KUNIOON - MDL201	Non Code Compliant Level 1 Mining Project MIN100687308
SOUTHWEST YARRAMAN - MDL200	Code Compliant Level 2 Project MIC200699208
GOODGER - EPC 1301	Code Compliant Environmental Authority MIC200757508
GOODGER 1 - EPC 1670	Code Compliant Environmental Authority MIC200854009

* This list is subject to change at any time. This list does not include SCL Mining Operation's rehabilitation areas and lands not covered by mining tenements and/or the operation of the CMS&H Act.